



1247180 - R8 SDMS

Date: March 16, 2007

MEMORANDUM

SUBJECT: Syracuse Research Corporation, Contract GS-00F-0019L

PROJECT NAME: Libby Asbestos Site, Ambient Air Monitoring

TO: Barbara Nelson, Project Officer

This memorandum requests contract assistance from Syracuse Research Corp. in support of the subject project. Below please find; 1) a project summary, indicating the nature and scope of the work, 2) a Project Task List, detailing specific tasks associated with the work, and 3) a project deliverables list including estimated deliverable due dates.

Project Summary: Download ambient air monitoring data from the existing Libby database and perform data validation, data reduction, and data evaluation. Prepare a monthly summary report and submit to EPA. Period of performance is from award through December 31, 2008.	
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Task #	Task Description	Deliverable	Deliverable Due Date	
1	Project Support	Prepare a staffing plan	Within 3 days of receipt of this request	
		Prepare monthly progress reports	One week after end of month	
		Prepare close-out report		
2	Data validation, reduction, evaluation and reporting through September 30, 2007	Monthly data summary report	1 st day of each month Final report due November 1, 2007	
3	Data validation, reduction, evaluation and reporting from October 1, 2007 through September 30, 2008	Monthly data summary report	1 st day of each month Final report due November 1, 2008	

EPA WAM: Bonnie Lavelle

Date:

7/16/07

Project Officer: _____

Date: _____

Deobligate from:

Obligate to:

cc:

GSA Contract No.:

SRC Contract Code:

Delivery Order No.:



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 8

1595 Wynkoop Street
DENVER, CO 80202-1129
Phone 800-227-8917
<http://www.epa.gov/region08>

*all information to
to SAH:son
3/20/07*

Ref: 8EPR-SR

March 16, 2007

MEMORANDUM

SUBJECT: Syracuse Research Corporation (SRC)
Contract Number GS-00F-0019L

FROM: Bonnie Lavelle *Bonnie Lavelle*
Work Assignment Manager

TO: Barbara Nelson
Project Officer

Attached please find the following:

1. A memorandum requesting technical assistance from SRC under a new task order for the Libby Asbestos Site.
2. An Independent Government Cost Estimate for the scope of work.
3. A purchase request for the amount of \$15,211.97 to partially fund the new work. It is the program's intent to fully fund tasks 1 and 2 this fiscal year. The additional funds to fully fund these tasks will be provided in a separate purchase request once the contractor's staffing plan has been reviewed and approved. Task 3 will be funded separately next fiscal year with a separate purchase request.

If you have any questions, please don't hesitate to call me at 312-6579. Thank you for your help on this!

*Shirley, please
2-4-07*



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